



Purpose

Use this procedure to cancel the employee's health plan.

Prerequisites

- Employee has completed necessary procedures to cancel plans through EBD.

Menu Path

Use the following menu path(s) to begin this transaction:

- PA30 - Human Resources ➔ Personnel Management ➔ Administration ➔ HR Master Data
➔ PA30-Maintain

Transaction Code

PA30/HRBEN0014

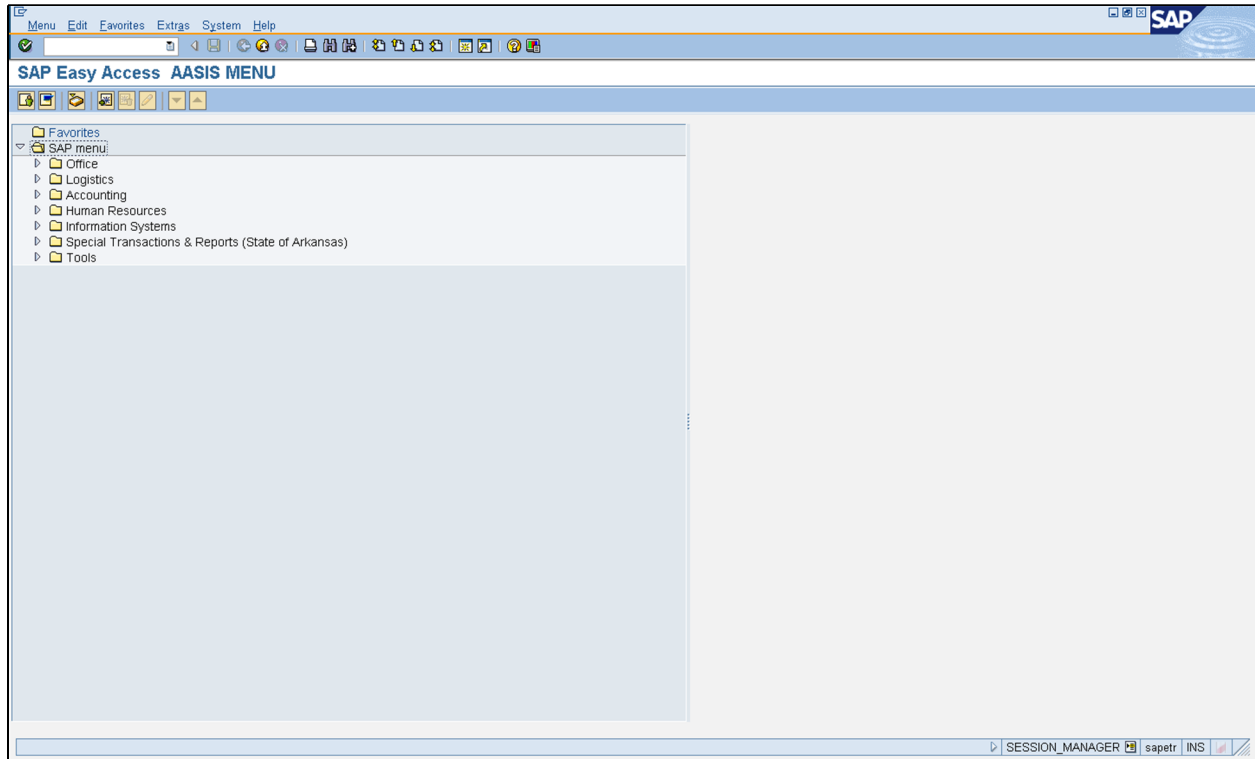
Tips and Tricks

- Cancellations will only be used to cancel coverage for employee benefits.
- Cancellation can be processed to cancel health plans for a recently married employee who has health coverage through their spouse's employer.
- Once the Adjustment Reason-**Cancellation** has been created in PA30 and saved, the system will automatically transfer to transaction **HRBEN0014** to complete the cancellation process.
- When processing a cancellation in PA30, the date to end participation will be the last day of the coverage month. If any other date is used, an error will occur.

Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access AASIS MENU

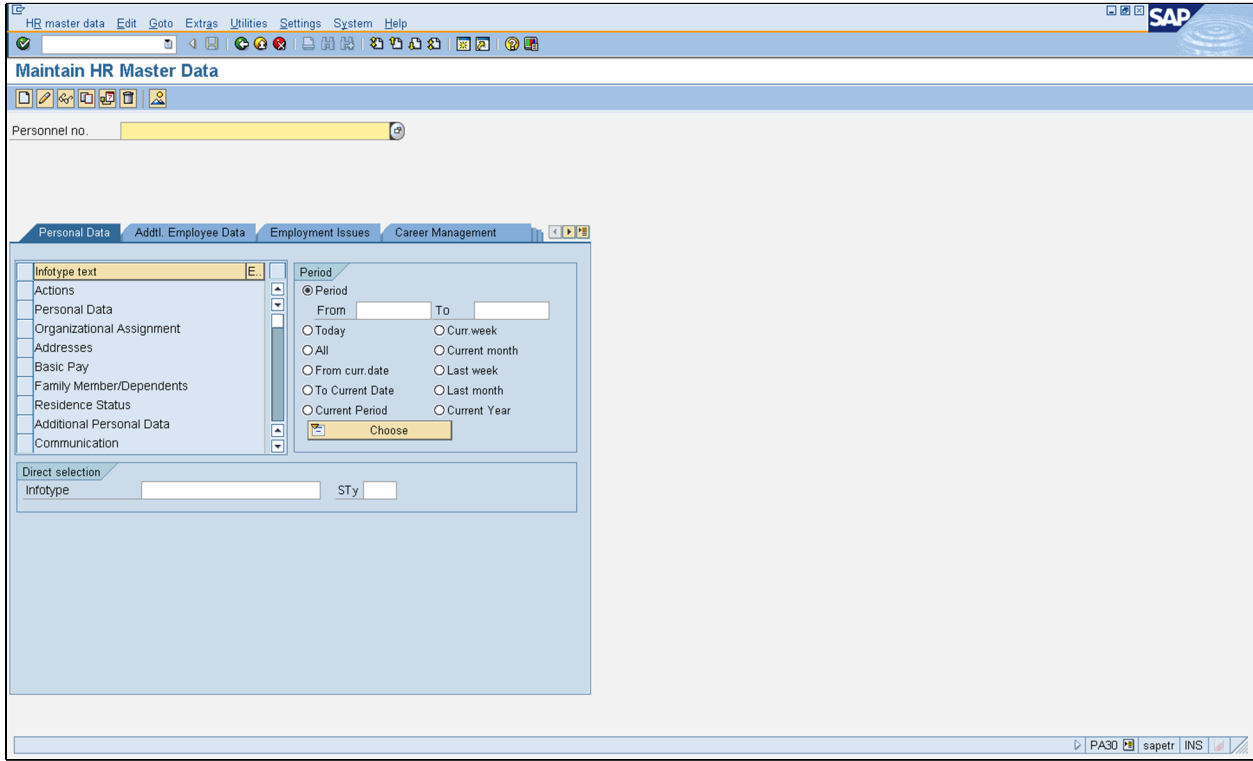


2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter transaction code. Example: PA30

3. Click **Enter** .

Maintain HR Master Data

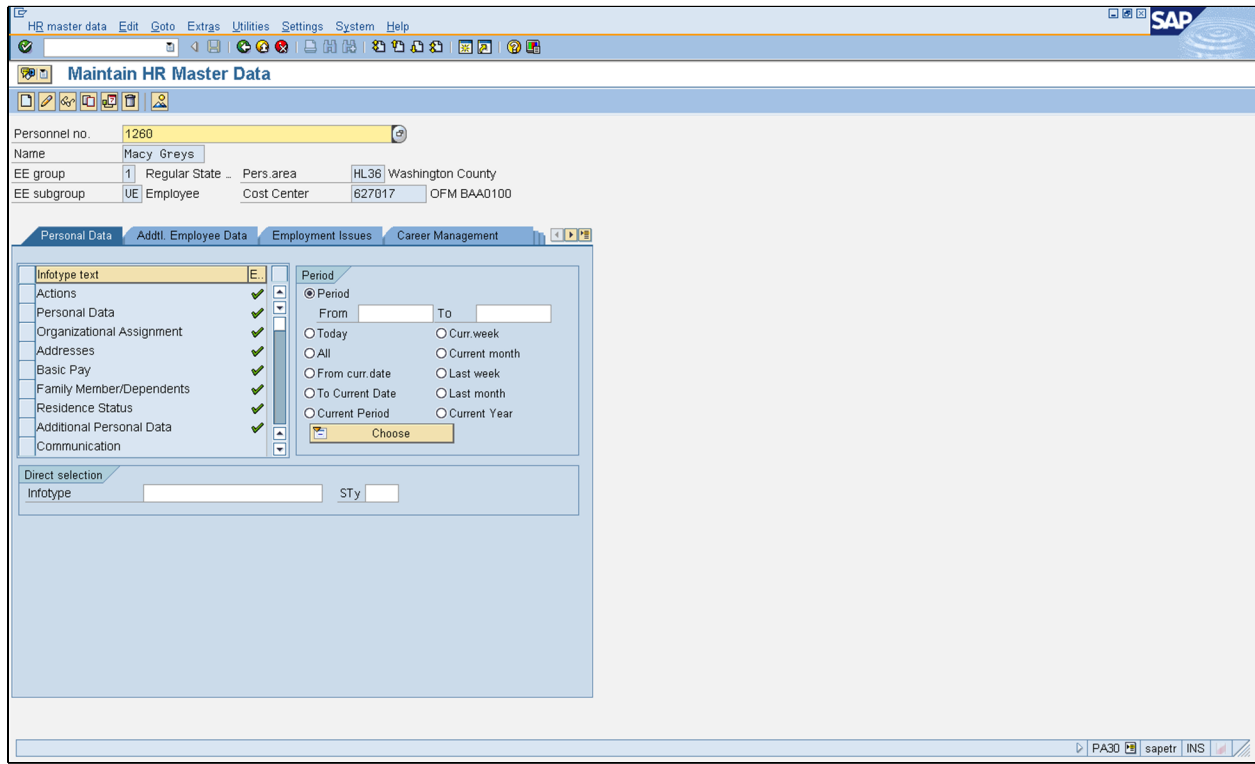


4. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter personnel number of employee whose plan is to be cancelled. Example: 1260

5. Click **Enter** .

Maintain HR Master Data



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1260

Name Macy Greys

EE group 1 Regular State ... Pers. area HL36 Washington County

EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E...

Period

From To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month


Current Period Current Year

Choose

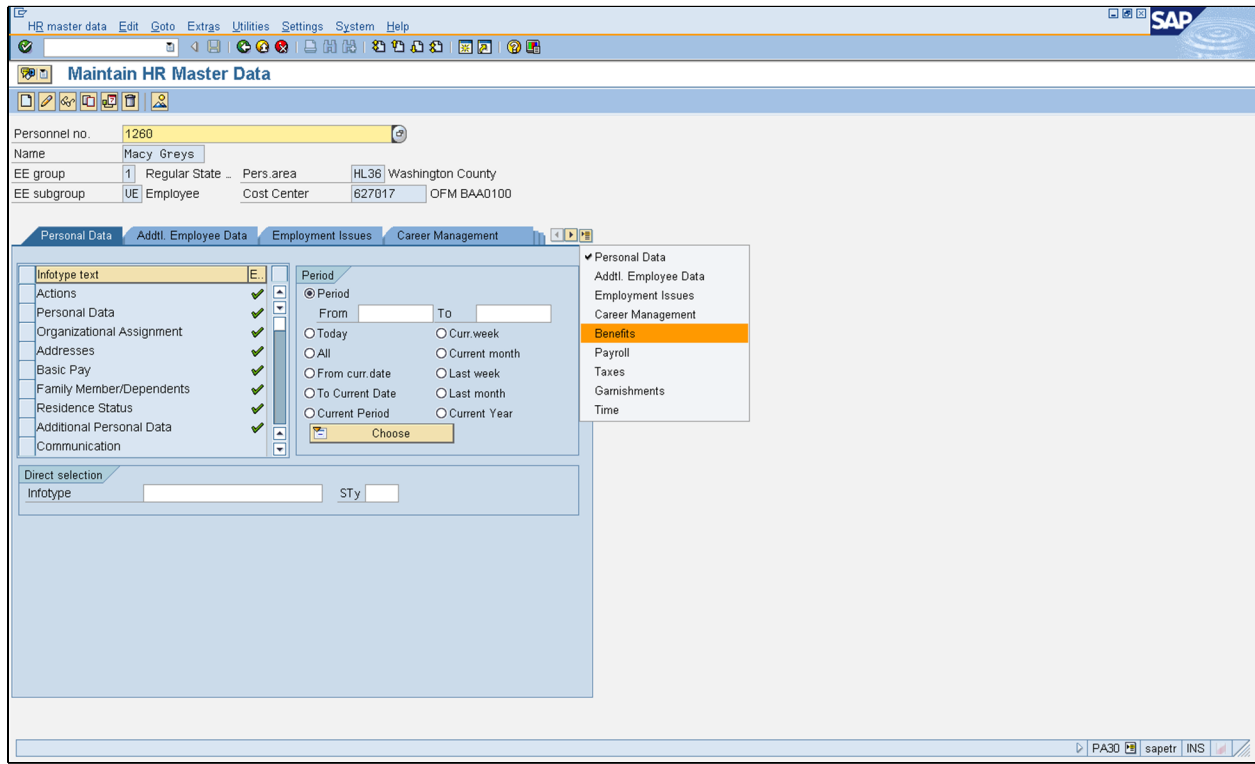
Direct selection

Infotype STy

PA30 sapetr INS

- Click drop-down .

Maintain HR Master Data



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1260

Name Macy Greys

EE group 1 Regular State ... Pers. area HL36 Washington County

EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E...

Period

From To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Personal Data

Addtl. Employee Data

Employment Issues

Career Management

Benefits

Payroll

Taxes

Garnishments

Time

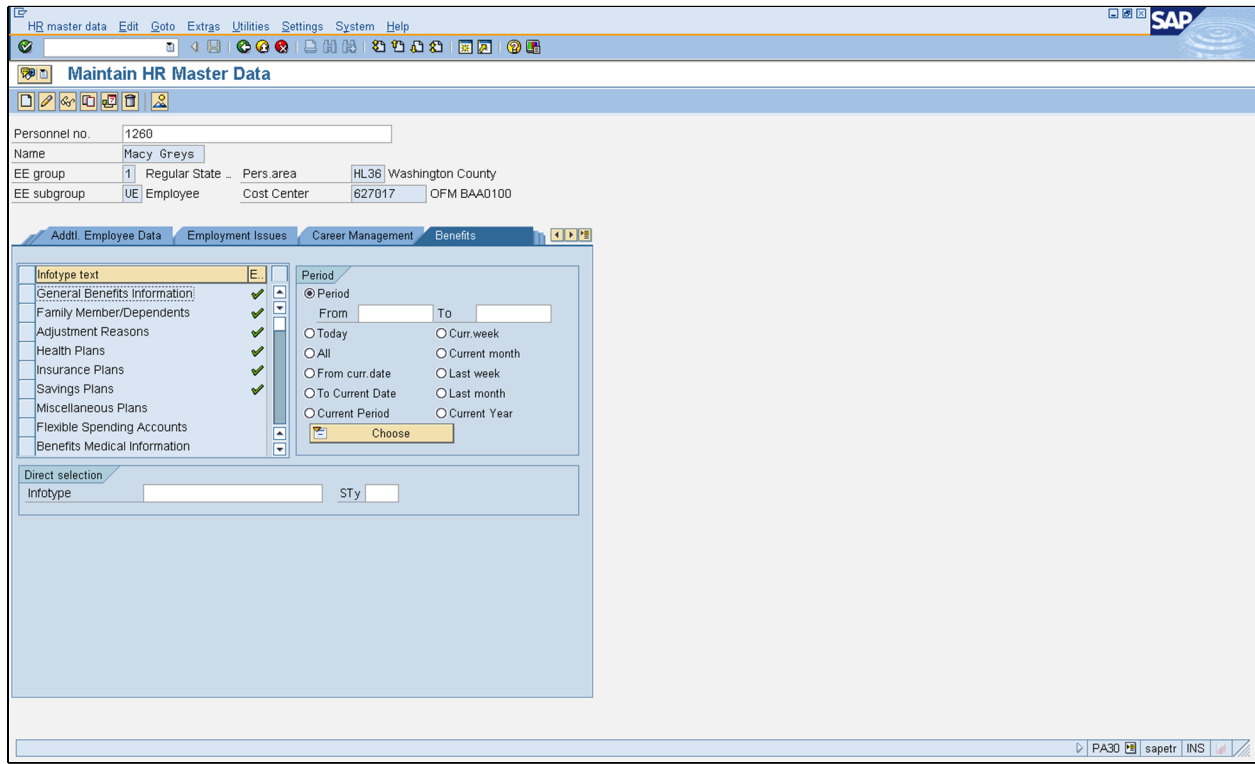
Direct selection

Infotype STy

PA30 sapetr INS

- Click **Benefits** menu item **Benefits**.

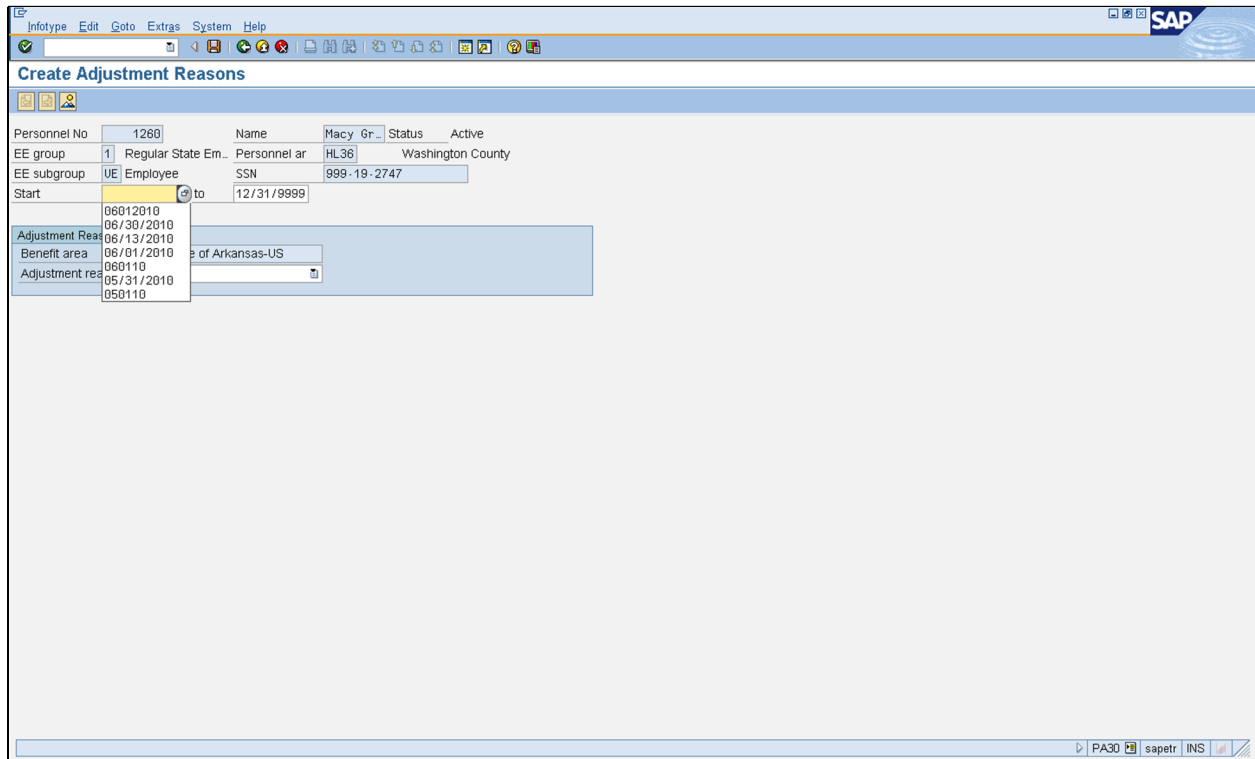
Maintain HR Master Data



8. Select **Adjustment Reasons** .

9. Click **Create** .

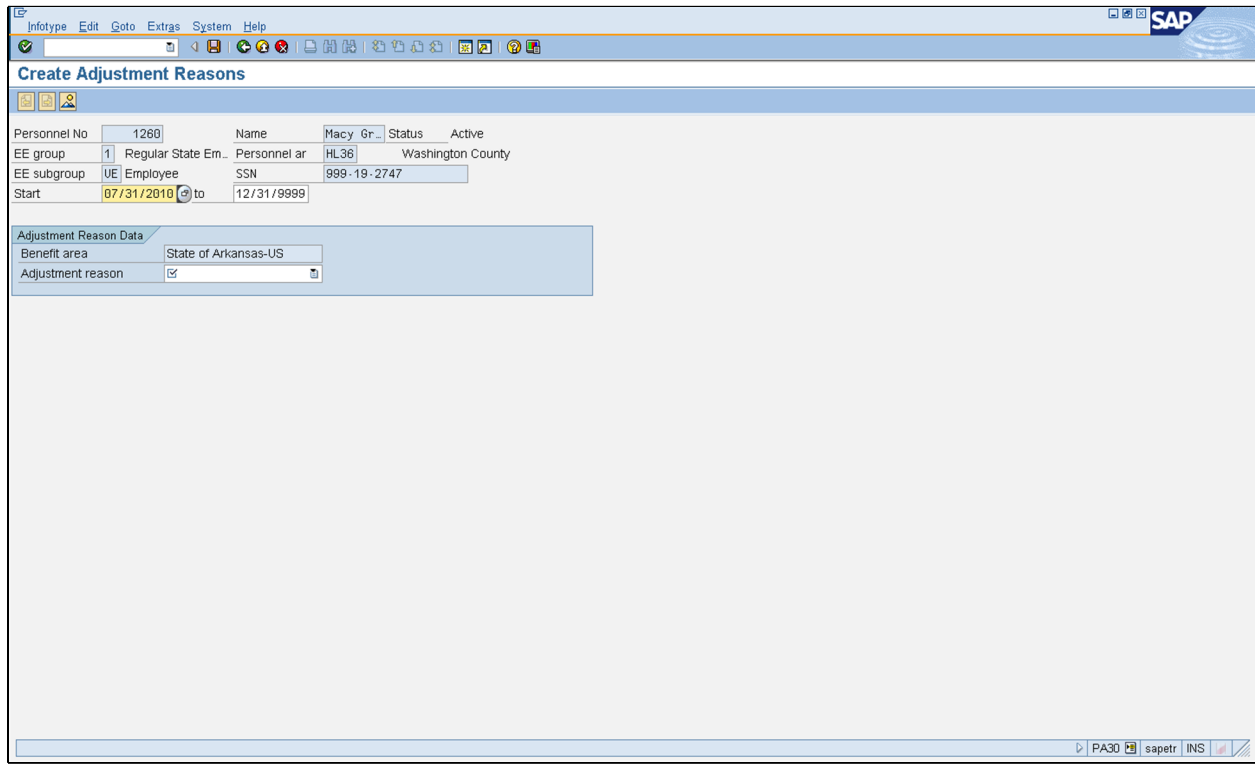
Create Adjustment Reasons



10. As required, complete/review the following fields:

Field	R/O/C	Description
Start	Required	Enter the last day of the month of the health plan coverage. Example: 07/31/2010

Create Adjustment Reasons



Infotype Edit Goto Extras System Help

Create Adjustment Reasons

Personnel No 1260 Name Macy Gr. Status Active

EE group 1 Regular State Em. Personnel ar HL36 Washington County

EE subgroup UE Employee SSN 999-19-2747

Start 07/31/2010 to 12/31/9999

Adjustment Reason Data

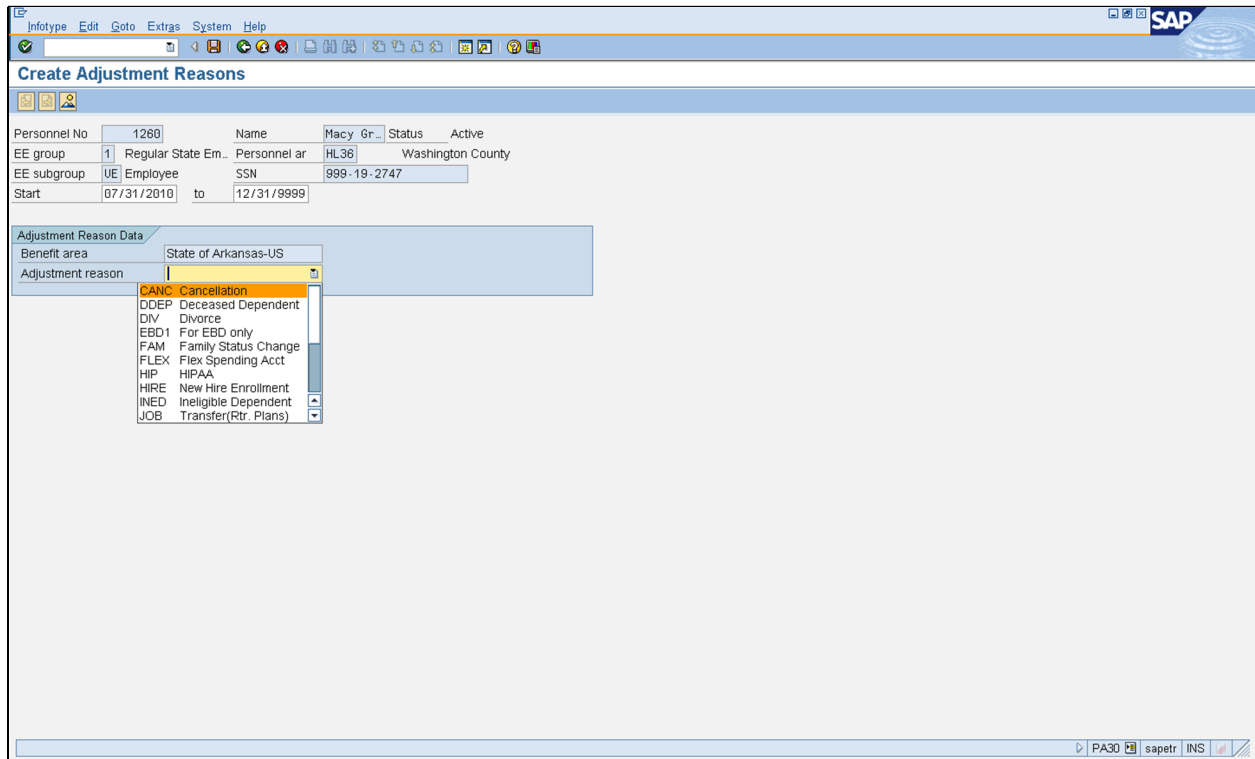
Benefit area State of Arkansas-US

Adjustment reason ☒

PA30 sapetr INS

11. Click Adjustment reason drop-down box ☒.

Create Adjustment Reasons



Personnel No 1260 Name Macy Gr. Status Active
 EE group 1 Regular State Em. Personnel ar HL36 Washington County
 EE subgroup UE Employee SSN 999-19-2747
 Start 07/31/2010 to 12/31/9999

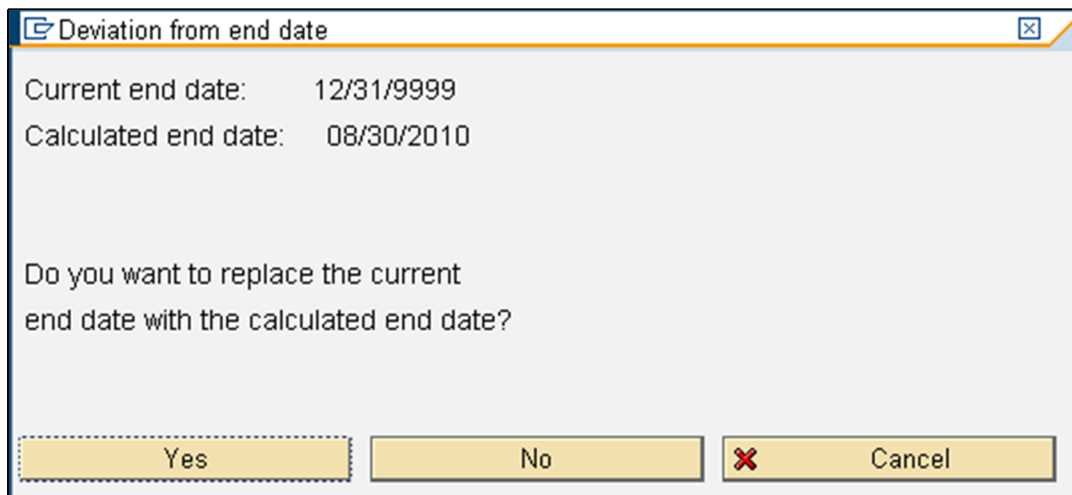
Adjustment Reason Data
 Benefit area State of Arkansas-US
 Adjustment reason **CANC Cancellation**

Other adjustment reasons listed in the dropdown:
 DDEP Deceased Dependent
 DIV Divorce
 EBD1 For EBD only
 FAM Family Status Change
 FLEX Flex Spending Acct
 HIP HIPAA
 HIRE New Hire Enrollment
 INED Ineligible Dependent
 JOB Transfer(Rtr. Plans)

12. Select Adjustment reason-**Cancellation** from the list of items **CANC Cancellation**.

13. Click **Save** .

Deviation from end date



Deviation from end date

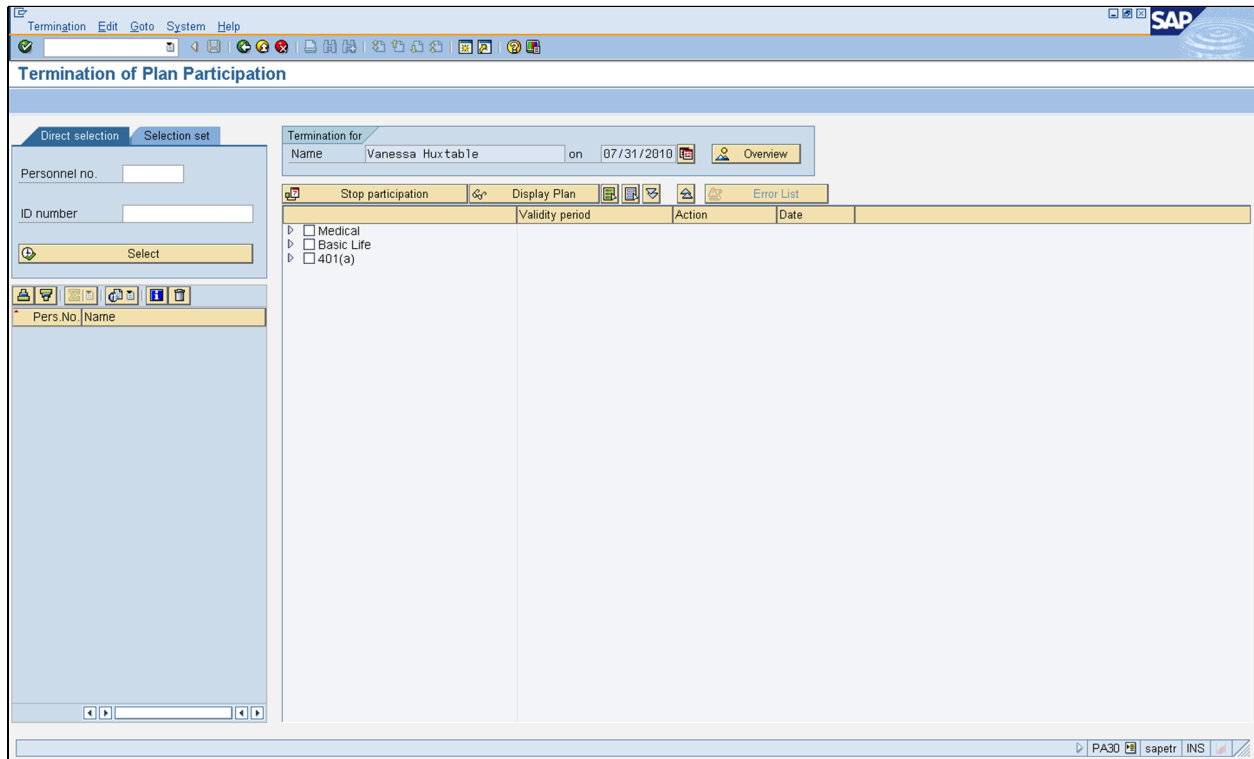
Current end date: 12/31/9999
 Calculated end date: 08/30/2010

Do you want to replace the current end date with the calculated end date?

Yes No Cancel



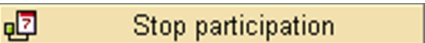
14. Click **Yes** .

Termination of Plan Participation

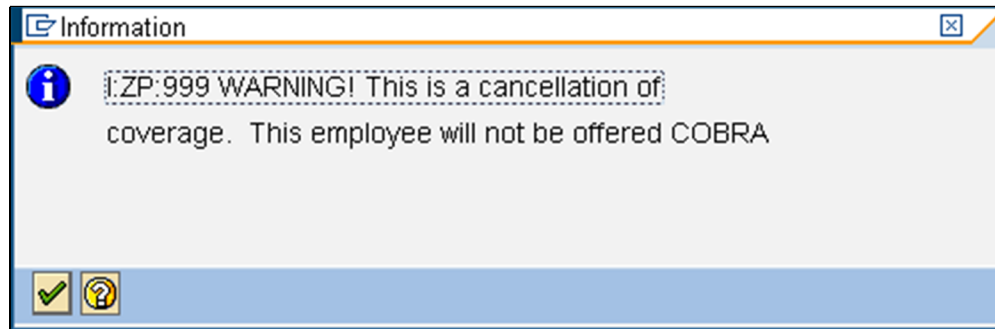


15. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter personnel number of employee whose plan is to be terminated. Example: 1260

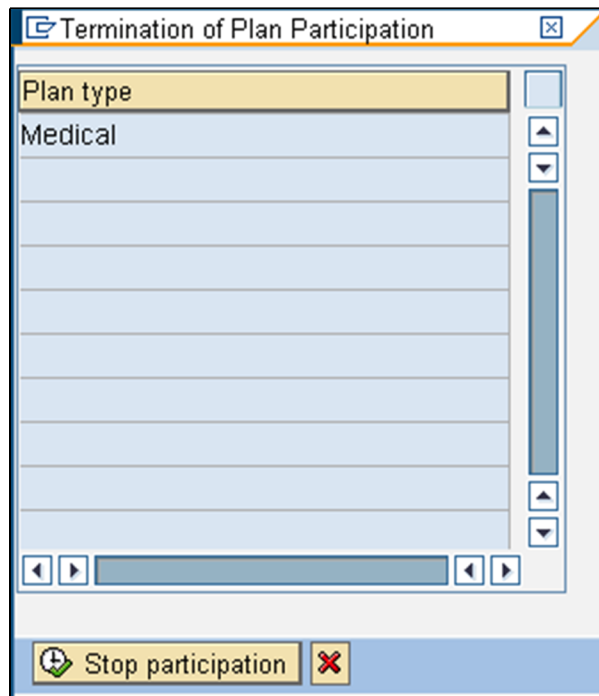
16. Click **Medical**  to view health plan.
17. Click to place a check in the Medical box field .
18. Click **Stop participation** .

Information



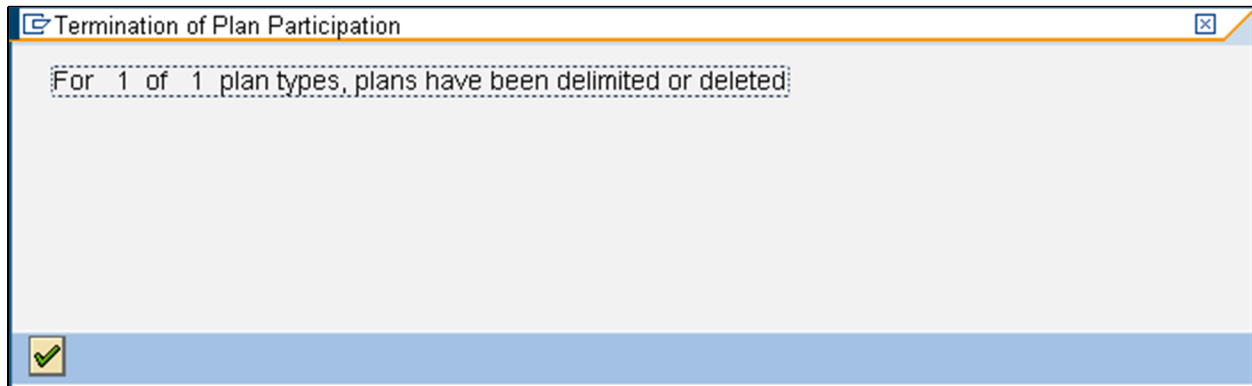
19. Click **Continue** ✓.

Termination of Plan Participation



20. Click **Stop participation** ⌚ Stop participation.

Termination of Plan Participation



21. Click **Continue** .



Next Steps

None



Summary

You have successfully completed a Cancellation.